

Hooper Riding Club Safety Audit – Plan

Areas of Concern

1. Staff Hiring, Training, and Assessment (significant)
2. Safety Management (moderate)
3. Program Activities (moderate)
4. Emergency Procedures (moderate)
5. Facilities (significant)
6. Procedures and Documentation (moderate)
7. Youth Protection (moderate)

Overall conclusions/feedback from the club: Reducing our herd from 19 to 8 horses will reduce the overall risk and responsibility for club leaders, instructors, and staff. In addition, we are changing our model of operations from one where we operate our own facility and are responsible for all stable labor, instruction, scheduling, and facility maintenance, to a model where we are boarders at an established facility and are no longer directly involved with facility maintenance, stable labor, and daily horse care. This greatly reduces our risk related to facilities and staff management. The new proposed facility is more modern and safe in many regards. The club will hire a full-time position, currently referred to as “professional groom”, related to the educational aspects of the club as well as horse care.

Explanations and Rough Timeline

1. Staff Hiring, Training, and Assessment

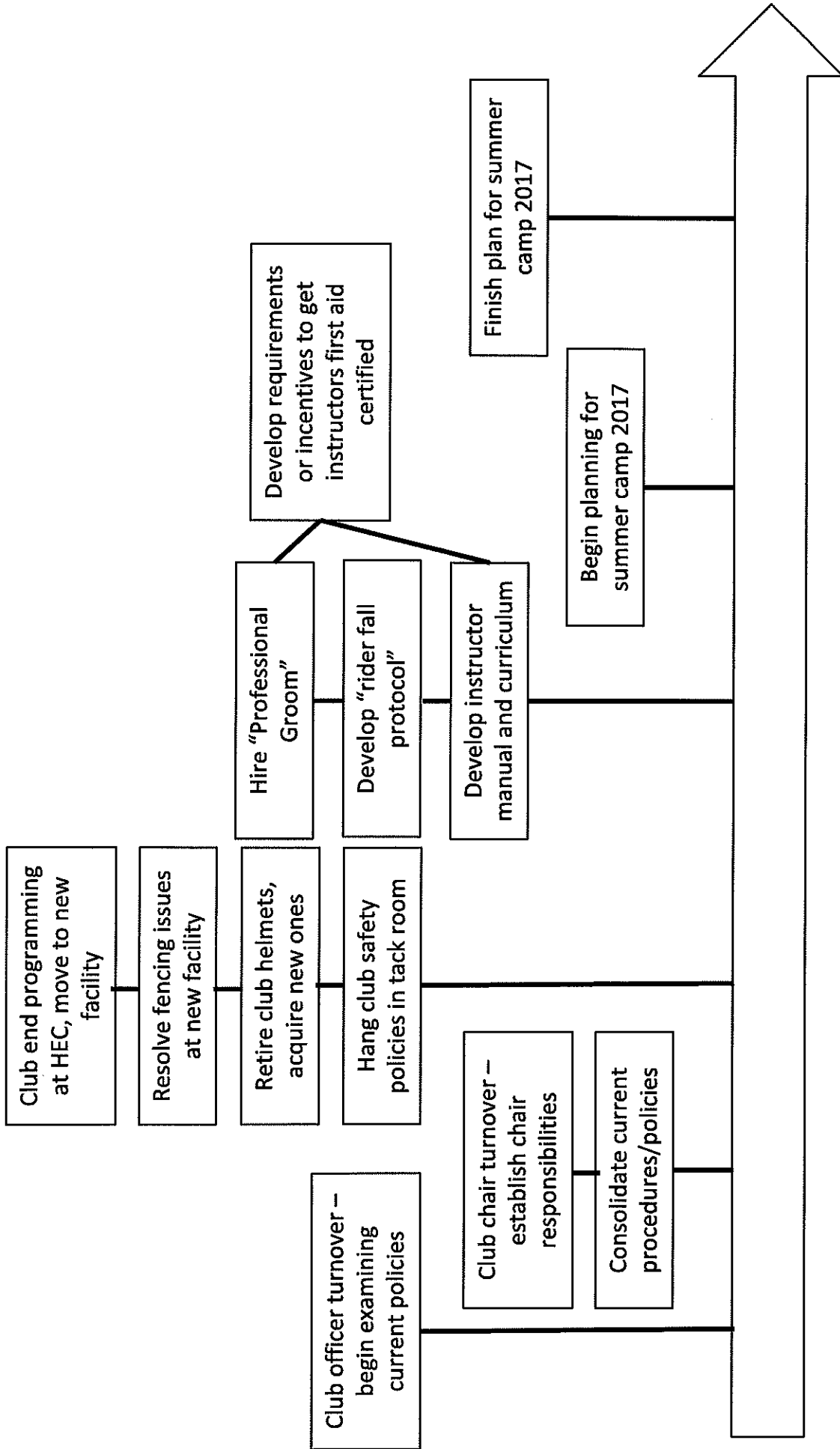
- *From OSI:* “Staff hired on administrative positions including facilities management, herd health, club officers, and riding instructors for lessons are severely understaffed for the amount of work required or needed in these positions and this has led to significant burn-out and turnover”
- *Our response:*
 - Beginning September 2016, “Professional groom” will develop instructor training process and consistent procedure for riding level assessments. Also will teach most lessons and oversee instructor hiring and performance review
 - The club will no longer be concerned with facilities management and staff related to the stable management or daily horse care
 - In next week or 2, new officers will meet with outgoing President to establish/clarify exec board positions and roles. We will examine the responsibilities placed on each person and work to equally distribute responsibilities

2. Safety Management

- *From OSI:* “Turn-in and turn-out procedures for lessons, helmet usage, and riding supervision policies in place should be considered as high-risk areas in regards to liability.”
- *Our response:*
 - All club helmets are being retired, club will acquire new ones this summer
 - The club will encourage helmet ownership among club members
 - The layout of our new facility is much safer in regards to visibility and distance from barn to pastures and outdoor arena
 - Will post club helmet-wearing rules in club area of tack room
 - “Professional groom” will develop rider fall protocols beginning September 2016
 - Encourage and potentially provide funding for instructors and “professional groom” to become certified by the Certified Horsemanship Association (CHA)

3. Program Activities

- *From OSI:* “The lesson program averages 115 lesson rides per week utilizing 18 Hooper horses; only four teaching instructors should be considered potential risk areas due to support and staffing. The summer riding camp activities need to specifically consider supervision and activities for participants before continuing the program in future years.”
- *Our response:*



April 2016 May 2016 June 2016 September 2016 October 2016 Early 2017

1.1 Rescue Diver Certification

The Club offers the Rescue Diver Certification course twice a year at a subsidized rate. We'll seek to increase the marketing around this certification course to increase attendance. The board will consider whether to increase the subsidy on the course, but this may mean increasing course fees elsewhere.

1.2 Member Files

The Club currently cannot retain medical records. There are medical records on file at Diversion's Scuba, a local dive shop whom we are contracted with to teach our classes. There are also the Safe Diving Practices Statements on file at Diversion's. I believe the Hooper Advisors are in discussion with the Union about changing policy so that we may have medical statements on file, however this is very preliminary.

1.3 Consider Additional Training

This year following the Safety Audit the Scuba Club offered a PADI First Aid for the Professional Diver Course. The Club with the assistance of Hooper Council completely covered the cost. We had six members complete the course. The course covered skills from CPR through aquatic injuries, all tailored to the unique risks associated with diving. The course was well received and we hope to continue offering this course to our executive board in the following years.

1.4 Consider Requiring Dive Insurance

We do not currently require dive insurance, however, upon completion of our PADI Open Water Course individuals are given a one year DAN insurance free. The safety audit keyed us in on several sources that may help get us funding for our members to receive DAN insurance. These place include PADI and DAN itself, so we will be contacting them to explore these possibilities.

2.1 Dive Masters

We try to have dive masters on our more difficult dives that go past 50 feet underwater. We have many simple dives that do not require dive masters, although a heavily experienced diver will lead the trip regardless. We hope to increase the number of dive masters through a heavily subsidized divemaster course. This has been in place for several years in the club, although it can be difficult to find willing candidates to go through such a rigorous course.

3.1/3.2 Report Incidents

We use incident reports like all the Hooper clubs. We'll be trying to be better about reporting near miss type situations, as we feel we currently have done a good job reporting incidents where injuries occurred but often do not report non-injury producing events. We'll be looking to have trip leaders bring incident report forms with them on trips so that it is more convenient to report near miss situations than it has been.

4.1 Briefings and Debriefings

We currently informally do this; however, we will begin to formalize this process. We will be producing a dive checklist document for all trip leaders to bring with them and this will detail the necessary steps for a proper briefing and debriefing during dives.

4.2 No-Decompression Diving Agreement

The club actively avoids scheduling dives beyond 130 feet. This is the dive limit which members agree to when they have a basic open water certification, although this can be extended with advanced certifications. The club will consider adding an additional agreement form to be signed alongside the membership form when renewing/signing up for the club.

6.1 Equipment Maintenance

We already maintained our equipment to industry standards, however logging this maintenance was where we lacked. We are happy to say that over the winter we tagged each piece of gear with a unique, waterproof tag. We have also developed a spreadsheet that has this unique tags along with equipment status and tracks of when the gear was checked out. We are in the process of filling out this spreadsheet, and it should be done before our summer diving season. Our regulators are currently in for yearly service as well.

6.2 Non-compliant equipment

We have our out of service gear in a boxed and marked that is separate. It's difficult for us to have this gear placed in a locked area that is only accessible by the gear managers. Our only locked space is our locker, which can be accessed only by designated executives and Sailing Club Shop Staff. We will not be able to lock out Sailing Club Shop Staff. We do not let individuals other than execs into the locker unattended. We'll consider a locker with an additional key to be placed inside the scuba room for out of service gear. We've moved the out of service gear further out of the way than it was at the time of the audit so it is very clearly not in service.

6.3 Equipment Check-in/out

See 6.1, we have developed a spreadsheet and this will be put into effect in the next couple months.

6.4 Tank Use Records

See 6.1, this is included in said spreadsheet

6.5 Consider Sailing Club Access

While moving sailing club out of the scuba room isn't an option, we can help better differentiate the areas in the space so that there is no confusion. To this end, scuba has already started working on cleaning out a corner of the scuba room that sailing shop will move to once we have cleaned it out. This area is more clearly differentiated from the rest of the space. Currently sailing's scuba gear is somewhat separate, but not as clearly separate as it could be. We will have this moved finished by next fall.

9.1 Document Dive Site Hazards

We will be developing dive manuals for each dive site that we frequent. A template has been made, now the documents need to be created for each site. We will be editing these documents as we

visit the sites this summer. By the end of the summer, we will have these printed and laminated so that trip leaders can bring them with them on each trip.

Hoofer Mountaineering Safety Audit Recommendations Timeline

Listed in order of importance:

1. **Gear Accomplished:** — Jill Griffith, New Advisor Qualified in Gear Inspection
— Retired Ropes In Need of Retirement
— Corrected Storage of Ropes
— Determined Gear In Need of Repairs Or Replacement

Pending —Formal System For Rope And Gear Tracking
—Begin Gear Retirement Cycle
—System for Member Eligibility of Gear Usage

Final Date: September 2017 fully implemented

2. **Participants Accomplished:** —Offering Beginner Skills Courses Instructed By Jill Griffith. Most Likely at the Sett. Beginning Fall of 16
—Clarification of Official Club Trips/Programming and Member Activity.

Need: —Climber Assessment Structure For Official Club Activity. Mainly Relating to Gear Usage

Final Date: September 2017

3. **Safety Management Accomplished:**—Redefined What Constitutes Official HMC Club Trips and Activities.

Need: — Risk Management Review in 2-3 Years.

Final Date: Varies depending on Future Assessment

4. **Program Activities Accomplished:** —Defined Official Club Activity as Lead Trips, Educational Classes and Clinics.
—Anything Outside This Scope is Member Activity

Need: —Implement Standard Training for Trip Leaders
—Implement Policy For Clinic Instructor Eligibility

Final Date: September 2017 Fully Implemented with Trained Club Leaders

5. **Emergency Procedures Accomplished:**—Offer Scholarships for Wilderness First Aid and Wilderness First Responder

Need: —WFA certified member present at all Official Club Activities
—Roster of Participants With Emergency Contacts For Official Club Activities
—Appropriate First Aid Kits for Official Club Activities

Final Date: September 2017

Riding Club Walnut Ridge Eight Horse & Groom Budget

Club Income

<u>Membership</u>	\$6,331.00	
<u>Student Membership</u>		
10 fall + 10 spring + 5 summer = 25 members X \$57 = \$1,425		
15 annual memberships X \$117 = \$1,755		
		\$175.00
<u>less 5.5% sales tax</u>		
<u>Community Membership</u>		
10 fall + 10 spring + 5 summer = 25 X \$62 = \$1,550		
10 annual memberships X \$197 = \$1,970		
		\$194.00
<u>less 5.5% sales tax</u>		
<u>Lessons</u>	\$70,872.00	
<u>Academic Year</u>		
7 lessons: 28 students/week x \$42 x 20 weeks = \$23,520		
1 adv lesson: 4 students/week X \$52 X 20 weeks = \$4,160		
5 lessons: 25 team members/week X \$52/lesson X 22 weeks = \$28,600		
<u>Summer</u>		
6 lessons: 24 students/week X \$42/lesson X 12 weeks = \$12,096		
1 advanced lesson: 4 students/week X \$52/lesson X 12 weeks = \$2,496		
<u>Summer Leases</u>	\$480.00	
3 quarter leases X \$160 = \$480		
<u>Schooling Shows</u>	\$6,000.00	
3 schooling shows/year X \$2,000/show = \$6,000		
<u>Ring Ride</u>	\$840.00	
Practice rides with instructor present: \$35/rider X 4 riders/ride X 6 rides = \$840		
<u>Gifts, Grants & Fundraising</u>	\$2,500.00	
Auctions, banquets, raffles, donations, fundraisers and sponsorships		

Total Club Income

\$87,023.00

\$4,000 Emergency Vet Calls
\$1,200 Medications/First Aid (bute, banamine, etc.)

Farrier \$7,200.00

8 horses X \$100/visit X 9 visits annually

Trailer \$300.00

Half of previous year's budget

Insurance \$300.00

Risk Management charges for youth lessons insurance premiums


Riding Equipment & Repair

\$1,000.00 For purchasing and repairing tack

Miscellaneous Expenses \$300.00

Total Club Expenses \$76,876.00


Net Club Income \$10,147.00




Liquidation Committee Report

April 18, 2016

Ted Crab, Jane Oberdorf, Tyler O'Connell,
Ronnie Pisano, Camber Sannes, Anna
Tolle, Joe Webb & Susan Dibbell




Wisconsin Union
Equine & Horse




Background

- FY'15 – Hooper Riding Club ends year with a deficit (63,845).
- HRC asked to provide monthly financial updates to Union Council during 2015-16 year.




Wisconsin Union
Equine & Horse




Background

- 12/10/15 – HRC presented Proposal to Union Council. Union Council postponed agenda item to January meeting.
- 1/25/16 – Union Council votes to move to liquidate the Hooper Equestrian Center.
- 2/22/16 – Hooper Council votes to end programming at the stable on June 1, 2016.




Wisconsin Union
Equine & Horse



Recommendation

Move Hooper Riding Program
to Walnut Ridge






Proposed Riding Program


- Includes the Team
- Smaller herd; board 8 horses
- Teach own lessons, run shows & summer camp
- No longer employ Barn Manager or stable staff, but hire a "Professional Groom" to manage education & monitor horse care.





Walnut Ridge

- 90 acres in Marshall, WI (30 min. drive)
- 23-stalls in heated barn
- 70' x 180' indoor arena
- Outdoor arena
- Tack storage, bathroom, viewing area & small gathering space.






HRC Budget

- 8 horses
- 5-10 Team group lessons/wk
- 4-7 Club group lessons/wk
- Private lessons
- Horsemanship classes & ring rides
- Fewer Memberships




Wisconsin Union
Equine's Way to Live




HRC Budget

- Board - \$250/horse (June), \$275 (July), \$300 August - forward
- 3 Schooling Shows
- Increase lesson and ring ride prices by \$5
- Continue relationship with Madison College Vet Tech Program



Wisconsin Union
Equine's Way to Live



Professional Groom


- Full-time position - \$40K (split 40/60% between Club & WU)
- Hire instructors and teach lessons
- Focus on education—lesson curriculum, horsemanship classes & rebuild summer camp



Wisconsin Union
Equine's Way to Live


Summary

- Sept. 1 – MUBA's decision what to do with the property
- April 11 – Hooper Council approved Club FY'17 budget & move to Walnut Ridge




Next Steps

- 4/19 – Meeting with UW Legal & Purchasing
- Develop contract




Questions



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Liquidation Committee Charge

Develop a plan and timeline to terminate the Hooper Equestrian Center as a program function of the Wisconsin Union and Hoopers. Committee will:

- Define & outline the process to liquidate the property and turn it over to MUBA.
- Identify possible options for a Hooper riding program including an equestrian team.






Liquidation Committee


- February 4 – Open Forum
- Met February 15 - April 18
- Clarified roles & decision making authority
- Presented a list of potential stable options






Continuation Committee


- Met weekly since February
- Current and past HRC members, students & non-students.
- Researched & visited a variety of facilities.
- Explored different models.





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Walnut Ridge


- Parking is limited but could be extended
- Pastures are small
- Fencing needs repairs






Walnut Ridge


- Owner, Darcy Mullins, lives in Florida
- Dwan Schuck, Business Manager & Roger Lindeman, Barn Manager, current tenants





Walnut Ridge – Barn Manager Roger Lindeman

- Lives on property
- Responsible for daily horse care--turnout, feeding, cleaning, nightly safety checks.
- Western trainer
- Knowledgeable about horse care






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Professional Groom

- On call 24/7 for horse care
- "act as horse owner" for Club horses




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Summary

- Riding program at Belleville facility ends May 31, 2016
- June 1 – Sept. 1 – prepare property to turn it over to MUBA
- June 1 – Sept. Union is responsible for costs related to the stable operation (staff, horses, moving, cleaning)




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Summary

- June 1 – on: HRC is responsible for Club-related costs.
- HRC does not have to be off the current property on June 1.
- June 1 – MUBA assumes responsibility for mortgage & insurance payments for Belleville facility.





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